

Khyber Pakhtunkhwa Human Capital Investment Project (KP-HCIP)

Health Department, Government of Khyber Pakhtunkhwa

Terms of Reference

M&E Officer (Specialist)

Background

The Khyber Pakhtunkhwa Human Capital Investment Project was approved by the World Bank Board in July 2020 and became effective in March 2021. The project is designed to support the Government of Khyber Pakhtunkhwa in Human Capital Investments in the Health & Education Sector and aims to improve investments in people for greater equity and economic growth.

The Project includes three components:

Component 1. Improving Delivery of Quality Primary Health Care Services

Component 2: Improving Availability and Quality of Education Services

Component 3: Strengthening Community Engagement and Accountability

To support the implementation of Component I, the Government of Khyber Pakhtunkhwa and the World Bank has agreed to establish a Project Management Unit (PMU) in KP Health Department

Structure and Staffing of the PMU

The PMU will be led by a Project Director to implement the project and provide guidance to PMU staff for effective implementation of components to achieve desired results.

The PMU will be staffed by qualified professionals in core project management functions such as procurement, financial management, monitoring and evaluation, social safeguards, etc.

Scope of Work

The Monitoring & Evaluation Specialist will lead the M&E-related activities of Component I. The M&E Specialist will also provide guidance to the Project Management Unit (PMU) on all M&E-related activities.

The M&E Specialist shall be responsible for the project on the related aspects but not limited to the following which is directly related with Components I & III related activities:

Qualification and Experience:

- Master's degree in Statistics/Demographics/Public Policy/Public Health/Social sciences or any other relevant subject PLUS at least 7 years of Monitoring and Evaluation experience.

Required Skills and Specialized Techniques:

- Highly developed data analytical skills
- Ability to use SPSS, SAS, STATA, or equivalent program
- Strong communication skills, including report writing and confidence in delivering complex presentations to a wide range of audiences
- Good project management, time management, and problem-solving skills
- Ability to respond to deadlines and prioritize accordingly
- Ability to interact well and develop positive relationships with Stakeholders of different backgrounds
- Sound knowledge of quantitative and qualitative research and evaluation methods

Duties and Responsibilities:

The Monitoring and Evaluation (M&E) Officer overall will be responsible for reporting performance on project deliverables/objectives. This can be achieved through:

1. Developing project Monitoring and Evaluation Framework and Plan
2. Developing formats for reporting and recording information to be used for monitoring purposes
3. Prepare and submit to Project Director Monthly and Annual Reports of Project
4. Provide monthly status updates on progress towards meeting against the developed framework indicator targets
5. Collaborate with project staff and field officers in the collection, collation, and analysis of data
6. Assist in the development of Log-frames, Annual budgeted Monitoring Plans, and relevant data-collection processes, for tracking and monitoring of KP DoH activities for KPHCIP and get necessary approvals from management for implementation. Keep the aforementioned documents updated, in accordance with project activities and timeframes, as relevant.
7. Track progress of the intervention as per work plans, identify lags and issues and advise management on corrective actions needed to ensure timely achievement of milestones and deliverables.
8. Design and develop ToRs for procurement of consultancy services for surveys, assessments including Mid/End-Term evaluations, operations review (spot checks and process evaluation)
9. Make recommendations based on observations at the field level on improving project performance

10. Provide technical support on M&E and evidence-based recommendations to the Project Director
11. Ensure that implementation of activities adhere to project monitoring and evaluation system
12. Participate actively in the project planning process, budget making, and project deliverables
13. Assist the Project Director in preparing a detailed yearly plan of action including implementation and monitoring/supervision, evaluation, report writing, and reporting to the identifying channels in line with the PC-I.
14. Any other duties as assigned by the Project Director.

Duration of the Assignment

The initial contract will be given for One year extendable on annual basis subject to annual performance review. The position is based in Peshawar

Selection Process

The consultant/staff will be selected on a competitive basis in accordance with the process stipulated in accordance with "World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services" July 2016 (Revised November 2017 & August 2018).

Facilities to be provided by the PMU

Office space and other facilities such as computers will be provided to the consultant/staff as required during the assignment period.